

ADM - 7

DD/S&T 2814-64
20 October 1964

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MEMORANDUM FOR: Assistant to the Director

SUBJECT : O/DD/S&T Coffee Service for Period
15 September - 15 October 1964

1. Transmitted herewith is the sum of \$18.10 for coffee service which was provided by the Director's Mess for the members of the staff of the immediate office of this Directorate for the period 15 September 1964 thru 15 October 1964.

2. Your billing for this same period is \$27.60. The difference between the \$18.10 which we are transmitting and the \$27.60, i. e. \$9.50, is the cost of the coffee which was consumed by non-Agency personnel when they were official visitors to the office.

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Chief, Administrative Staff
DD/S&T

Attachment

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